



# NASIG NEWSLETTER

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## Executive Board Minutes

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### NASIG Winter Board Meeting Minutes January 16, 2019

**Executive Board:**

Angela Dresselhaus, President

Kristen Wilson, Vice President/President-Elect

Steve Oberg, Past-President

Beth Ashmore, Secretary

Jessica Ireland, Treasurer

**Members at Large:**

Karen Davidson

Maria Hatfield

Lisa Martincik

Marsha Seamans

Steve Shadle

Ted Westervelt

Eugenia Beh, Ex Officio

Lori Duggan, Ex Officio

**Welcome (Dresselhaus)**

The meeting was called to order at 11:00 am Eastern.

**Sponsorship Update (Oberg)**

Steve Oberg sent out a report from fundraising coordinator, Sarah Perlmutter on sponsorship progress. We currently have 17 sponsors which is equal to what we had at the conference last year. Sarah Perlmutter has done great work and they are happy to have Nicole Ameduri coming on board as the fundraising coordinator-in-training. There are currently 4 tier-1

sponsors, 5 tier-2 sponsors and 1 tier-3 sponsor. There are also sponsors for two awards: Rockefeller University Press is sponsoring the Marcia Tuttle Award and EBSCO is sponsoring the Horizon Award. LYRASIS has also contacted us because they are unable to sponsor in 2019, but would like to sponsor the 2020 conference. The board discussed some of the other vendors who have sponsored in the past but are not signed up yet this year and how the award sponsorship works. The sponsorship website has been updated with logos, but the logos of award sponsors should be added to the awards page as well.

**ACTION ITEM:** Beth Ashmore will ask the communications committee to put the company logos on the awards they sponsor.

**Committee reports**

- **Awards & Recognition:** Ted Westervelt reported that the funding arrangements for the Merriman winner were initially unclear, but the committee has determined that the winner makes their arrangements and gets reimbursed by NASIG. The committee is also unsure who should be contacting Melanie at LPC to let them know that we still want to work together but that we are unable to contribute to the cross-pollinator scholarship this year. The board said that since committee chair Jennifer Leffler has already been in contact with LPC about this partnership, she can let them know that we are unable to move forward with it this year.
- **Communications:** Steve Oberg reported that Communications is busy with requests, including

the request to add the Code of Conduct to the Quick Links on the home page. The committee debated how many quick links there should be and are looking at some ways to condense those links. Rachel Miles needed to step aside as co-chair temporarily and Matt Jabaily vice co-chair has stepped in to be the interim co-chair for the web position.

- **Continuing Education:** Lisa Martincik reported that the committee has broken up into groups working on revising the core competencies and the Wikipedia update. Unfortunately, we lost the recordings of two webinars due to a lapse in our WebEx subscription. The committee is implementing more robust retention policies and looking at possibly moving to a service that provides a greater retention period. The committee also asked if there were any incentives we could offer to get the presenters to present again. The board suggested potentially offering Amazon gift cards for speakers to re-present their content. Lisa Martincik will take this idea back to CEC and if they are interested Jessica Ireland can facilitate the gift cards. Beth Ashmore will also work with Lisa Martincik and the committee to investigate if Zoom's webinars feature could replace WebEx. The committee is also securing future speakers for webinars, including a standards-based program in conjunction with the Standards Committee on COUNTER.
- **Digital Preservation Task Force:** Ted Westervelt reported that the task force is working on a full report of their survey results and they have proposed a presentation for the conference in Pittsburgh.
- **Marketing and Social Media:** Eugenia Beh reported that she is in the process of doing posts about the upcoming conference and working on the position description for her position.

documentation that was created when Eugenia Beh came onboard as Marketing and Social Media Coordinator.

- **Evaluation & Assessment:** Karen Davidson reported that Esta Tovstiadi is the new chair for 2019. She is verifying committee membership and choosing a vice chair and web liaison. The committee is looking for feedback from the board, CPC, PPC, for additional questions or changes to the conference survey. They also hope to do their own review in the spring and look for any other assessment projects NASIG might need. The committee will meet in the next month.
- **Membership Services:** Jessica Ireland reported that the committee is working on bring a friend campaign for the 2019 conference. The committee asked about the all-timers being listed as lifetime members, but they are getting complimentary memberships and requested that we either need a new category or call them complimentary. The board asked the committee to clarify why calling them lifetime members is a problem as NASIG essentially paid the \$1,000 for them that would normally be required to be a lifetime member. The total members is 556, but this could be due to members not having renewed for 2019 yet or members waiting for the conference to renew. The board discussed if the organizational membership had gone up and if it was more libraries or vendors with multiple memberships.
- **Mentoring – Marsha Seamans** reported that the group is gearing up for planning the first-timers reception and are getting ready to have their first online meeting.
- **Student Outreach:** Marsha Seamans reported that committee chair Danielle Williams is following up with how many onsite visits ambassadors have done. The committee is sending out monthly questions with NASIG mentees and mentors. The committee also recommended that a student be

**ACTION ITEM:** Steve Oberg will look for any

added as a non-voting member to the board to give students more of a voice and a chance to vote on their representative to the board. Student membership on committees is already happening and they are voting members on those committees. It could be difficult to get students elected to the board and the costs associated with having another board member as well as the difficulty in scheduling around a student's schedule. The board discussed how students would be identified and vetted to participate on the board and whether an ex-officio role might be suitable since those positions can be appointed rather than elected.

**ACTION ITEM:** Beth Ashmore will create an action item for the board to revisit this idea in the future.

- **Newsletter:** Lori Duggan reported that the December issue has been published. Preparations are underway for the March issue. Downloads and readership are slightly up from last year. The conference editor position is vacant so a call for a new conference editor is being prepared. Lori Duggan will work with Paul Moeller and Kristen Wilson to make sure there is no confusion between this position and the conference proceedings editors positions.
- **Nominations & Elections:** Steve Shadle reported that the committee reopened the call for Vice President. Committee chair, Stephanie Adams reported that they have had 8 submissions that they need to follow-up on but were pleased with the nominations they have received. The revised calendar has those applications due at the end of the month. The committee asked the board if they can revise the experience requirement to be recommendation rather than a requirement as it is written as such in some of the committee material. The board agreed that this is appropriate, particularly if a candidate has leadership experiences in other organizations. The committee also asked if the NASIG reference requirements could be revised to include one non-NASIG

reference. The board agreed that this might be appropriate for member at large positions, but VP, Secretary and Treasurer nominees still need to have two NASIG references. The committee would like to include a diversity statement in email blasts and calls for nominations. The board agreed that this would be appropriate and asked the committee to consult with the diversity committee on language which the board could review.

- **Proceedings:** Kristen Wilson reported that the committee is making good progress on reviewing the manuscripts. She also asked the status of discussions with the 2018 speaker who did not want to sign license to publish and Angela Dresselhaus said that the talks were ongoing.
- **Standards:** Maria Hatfield reported that the committee had questions about needing to review their charge again in February even though they have just completed that process. The board agreed that they do not need to go through that process again and they can submit their revised charge.
- **Web-Based Infrastructure Implementation Task Force:** Lisa Martincik reported that the committee wanted to know how the board would like to pay for the new Wild Apricot platform. The board suggested we commit to two years and see what kind of discount we can get since we would not be able to migrate again in that time frame even if we wanted to. Task force chair Paoshan Yue will contact Jessica Ireland to set that up. The committee also wanted to know which other committees they should be working with on the migration. The board suggested for event management the committee will need to work with the registrar and CEC, but they will likely need to work with all of the committees eventually. The committee also asked if there would be help from a library school intern on the migration. Unfortunately, the prospective intern is no longer available. If the committee needs more help, they

can let Kristen Wilson know and she can identify more volunteers.

### **Parking Lot issues**

#### Conference Rate for CPC & other staff rates

The compensation documentation says that CPC members receive a waiver for half the full conference registration, but, in the past we have usually done a flat \$200 discount. It is only a \$17 difference, but it seems like we should do what is listed on the website. The board agreed to charge CPC members \$217 for a full conference registration. Kristen Wilson pointed out that the NASIG Compensation and Reimbursement Policy Annual Conference and Continuing Education Events still has the old reimbursement information for concurrent session speakers and should be changed to a \$100 discount for session speakers. Angela Dresselhaus notified the Communications Committee and they updated the site. The board also agreed that the Registrar and Registrar-in-Training need to be added to the list of free registration which already includes award winners, vision speakers, UKSG Chair, CPC co-chairs and PPC co-chairs. The board also agreed that we need to be sure that PPC members know the compensation rates for pre-conference speakers.

#### NASIG Website Update

Angela Dresselhaus asked the board to look at old items on the center section of the NASIG website to determine which could be removed to make room for newer information in advance of conference registration. The NASIG statement on current events, and the announcements for the new student mentoring program and the NASIG statement on inclusion can come down. The board agreed that the marketing and social media coordinator and the communication committee should collaborate on maintaining this area with the most up-to-date information. The board also discussed updating the language about the link to the Jobs blog and the other news section. IFLA has been added to our list of partners, but we may need to look at how we list our partners as this list continues to grow. Angela Dresselhaus also encouraged liaisons to

remind their committees to contact the Communication Committee when they have new information to be publicized on the site to help the committee stay on top of what is current.

#### LPC Cross-Pollinator Scholarship

Ted Westervelt reported that LPC needs more direction on what kind of relationship we want to have with them and what we can commit to. The board discussed that at the moment there is nothing we can do with this partnership, but perhaps we can create a template for what we want to achieve when we develop strategic partnerships with other organizations so we don't lose sight of why we created a partnership with an organization in the first place. This might also help us to focus on how to assess the relationships that we have and manage the relationships going forward.

#### Committee Chair Toolkit

Maria Hatfield asked if there was any training or documentation that we provide to committee members about expectations for conduct and contribution. The board discussed that this is generally left to the individual committee chairs to establish, but something more formal could be added to the training for chairs to assist them in setting guidelines and informing committee members that the code of conduct applies to committee work. Committee chairs are generally responsible for working with committee members who may be acting disruptively or not meeting expectations. However, there could be more support for committee chairs on how to manage problems and what steps they can take if they ultimately have to have a person removed from a committee.

The meeting was adjourned at 1:13 pm Eastern.

Minutes submitted by:

Beth Ashmore

Secretary, NASIG Executive Board